# Operating Instructions

1. Connect shredder to mains supply
2. Press the central power button. This will switch the power on and all the LED warning symbols on the indicator panel will flash in sequence. The shredder will now be in standby mode and the “power on” symbol on the indicator panel will be illuminated amber.
3. To commence shredding, press the right hand auto feed button, this will illuminate the feed area green and illuminate the face symbol green. This sets the shredder into auto mode and initiates the Mercury anti jam mechanism. You are now able to shred.
4. Insert paper to be shredded into the feed area. The Mercury anti jam mechanism will sense the thickness of the paper being shredded. If the paper thickness is within the shredders capacity the motor will start and your documents will be shredded. Cutters will stop once the shredding process is complete. If the paper thickness is greater than the shredders sheet capacity the area round the feed slot will turn from green to red and the motor will not run. In this situation the Mercury icon on the indicator panel will flash red, the green face symbol will go off, instead the red face symbol will be illuminated.
5. If this happens, remove some of the sheets from the paper stack and re-try until the feed area reverts back to green, the shredder will then automatically start and allow the paper to be shredded. If the shredder is left in auto mode for more than 10 minutes without being used, the shredder will automatically turn back to standby mode in order to save power

## Shredder Waste Sacks

The Mercury Departmental shredders (50 and 70 litre models) take the Rexel AS1000 shredder bag (product code 40070).

## Oiling your shredder

Occasionally you will need to oil the cutters on models RDS2050, RDS2270, RDX1750 and RDX1970 only. Rexel Mercury Deskside shredders should not need oiling. Please purchase Rexel lubricant spray (40106) for this. Please note this is special shredder oil. Do not use any other type of oil.

## CD and Credit Card Shredding

Pull up the orange CD guide located in the centre of the feed area and flip it into position over the shredder mouth.

For credit card shredding, switch the shredder to auto mode and insert the card into the centre slot.

For CD shredding, extend the sides of the orange CD guide, switch the shredder to auto mode and place the CD into the centre of the CD slot.

Only 1 CD can be shred at a time.

## Over Heating

If the shredder is used continuously for long periods of time the shredder may overheat. If this occurs the egg timer symbol on the indicator panel will flash amber, the green face will go off and you will see the red face symbol. When the shredder is ready to be used again the egg timer symbol will stop flashing and the green face will show once again. To resume shredding press the auto button.

## Safety First

Shredders are safe to use as long as you take a few safety precautions.

- Ensure the machine is plugged into an easily accessible power outlet, and ensure the cable is not likely to trip up a passer by.
- Any attempt to repair this unit by unqualified personnel will invalidate the warranty. Please return to supplier
- Unplug your shredder before moving it or when it is not in use for an extended period of time
- Do not operate with a damaged power sully cord or plug, after it malfunctions, or after it has been damaged in any manner
- Do not overload electrical outlets beyond capacity as this can result in fire or electrical shock
- The socket-outlet should be installed near the equipment and shall be easily accessible
- Do not alter the attachment plug. The plug is configured for the appropriate electrical supply
- Do not use near water
- Do not use aerosol dusters or cleaners
- Do not spray anything into the shredder

Although this shredder has been designed to be child safe, it is not advised to operate the machine near children.

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